

CMAS CONTRACTOR SEARCH INSTRUCTIONS

Web Site

Go to www.dgs.ca.gov/pd and click on:

- CMAS
 - Find a CMAS Contract
 - New CMAS Search
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Limited Descriptors

The CMAS database limits contract descriptors to a maximum of 12. More products and services may be available on the contract.

Basic Search

Search by Product/Service Description

- Click on **CMAS Product/Service**
- Click on **View Products/Services** (scroll list and click on what you need and then scroll back to the top and click on "**here**" to populate the search field.)
- Click on box for **Small Business (S/B)** and/or **Disabled Veteran Business Enterprise (DVBE)** if applicable.
- Click on **Search** button
- Contracts (if any found) will be displayed in a new window (click on contract number for details).

Search by Contractor Name

- Click on **Contractor Name**
 - Enter partial or full name of contractor
 - Click on box for **Small Business (S/B)** and/or **Disabled Veteran Business Enterprise (DVBE)** if applicable.
 - Contracts (if any found) will be displayed in a new window (click on contract number for details).
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Advanced Search

Click on **Advanced Search** (towards top of screen). Under **Select Search Scope**, click on following search options:

- **Any** (default) – Displays pages that contain the words (in any order) in the search box. For personal computers, all pages that contain either personal or computer will be displayed.
 - **All** – Displays pages that contain the words in the search box. For personal computers, all pages that contain both personal and computers will be displayed.
 - **Exact Phrase** – Displays pages that contain the exact words (in the exact order) as in the search box.
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CMAS WEBSITE SEARCH INSTRUCTIONS (CONTINUED)

Advanced Search (Continued)

The following options are available. Once the option has been selected, click the “SEARCH” button to execute search.

- For **CMAS Product/Service Search**, click here and enter product/service description (complete phrases, multiple terms, or partial word like micro is acceptable). For the most accurate results, type in the product/service description as it appears in **View Codes**. Click on **View Codes** for a list of descriptions.
- For **CMAS Contractor Name**, click here and enter complete or partial names.
- For a list of only **Small Business (SB)** and/or **Disabled Veteran Business Enterprises (DVBE)**, click the appropriate box.
- For **CMAS Contract Number Search**, click here and enter the CMAS contract number (X-XX-XX-XXXXA).
- For **Contractor Location Search** by city, click here.
- For **Contract Category Search**, click here and using the drop down menu search by contract category. Categories are general descriptions like Telecommunication Equipment or Non-Information Technology services.

Contracts (if any found) will be displayed in a new window (click on contract number for details).

Search Within Results

Use the initial search results and click on **Search Within Results** at the top of the screen. Enter any part or all of the **CMAS Product/Service Codes** to further refine your search.

Once the option has been selected, click the “**SEARCH**” button to execute search.

Contracts (if any found) will be displayed in a new window (click on contract number for details).
